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Personnel Officer-Chief (GS 0201.01 13)

Position

25X1A8A

[] - Support Staff, Personnel Section

I. SUMMARY:

Under the general supervision of the Chief, Support Staff, the incumbent serves as Chief, Personnel Section responsible for all matters of personnel administration in support of

25X1A8A

[] and related activities, both Headquarters and Field Locations. Plans, organizes, and directs personnel administration activities in support of this

25X1A8A

[] division affecting some

25X9A2

25X9A2

II. DUTIES AND RESPONSIBILITIES:

1. Interprets Agency personnel policies and regulations and DDP instructions, and provides staff advice and guidance to all Division officials. Keeps Chief/Support Staff advised on all personnel decisions and problems, and deals directly with Chief and [] on personnel matters of all types affecting

25X1A8A

25X1A

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2. Develops a program for meeting the [] personnel requirements of [] and other area divisions world-wide and for the orderly recruitment, selection, assignment, training, utilization, reassignment, and placing-out of the necessary

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personnel. This includes the use of staff, contract, military and proprietary personnel. Processes staff personnel into the Division, out-places to other area division, and processes for overseas assignments, requiring coordination with the gaining area division and various support career services.

3. Serves as Executive Secretary to and prepares the Agenda for the ^{25X1A8A} [] Personnel Management Committee, which handles all personnel matters such as assignments, reassignments, promotions, QSI's and conversions of contract to staff status for both staff and contract personnel. Compiles background material necessary for PMC meetings, maintains close contact with D/Chief ^{25X1A8A} [] (who is Chairman ^{25X1A8A} []) on all personnel matters, and coordinates and implements decisions of the meetings with other career services, other area division, and various related components.

4. Responsible for selection, assignment, and promotion of Division clerical personnel.

5. Responsible for personnel administration of type A contract personnel used for Project ^{25X1A2D1} [] and for the contract wage systems employed, for which salary determination are made by ^{25X1A8A} [] Personnel after advise of Branch Chief concerned. Responsible for the recruitment, selection, processing and briefing for contract employees for Project ^{25X1A2D1} [] and assists in training, placement, and rotational planning. The purpose of Project ^{25X1A2D1} []

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25X1C



6. Conducts a positive recruitment program carried on directly from this Division for experienced military personnel to fill present or future requirements. Refers qualified applicants or employees within the Division or to other area divisions and conducts liaison with area divisions on their requirements.

7. Responsible for employee benefits and services matters for staff, contract, and proprietary personnel. Ensures records are maintained, claims and results are monitored, and conducts liaison with all elements of Benefits and Services Division. This covers such matters as insurance, BEC claims, death cases, medical, etc. Provides advice and guidance and briefs employees on Agency and Civil Service retirement.

8. Provides personnel management support to approximately 25X9A2 personnel in various projects under 25X1A8A operating components. This involves support for such matters

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as retirement, medical, insurance, BEC claims, death cases, and other benefit cases. Reviews each proprietary and blends and implements benefit programs to suit the cover situation. Provides advice, guidance, and resolves problems as they arise. Takes into consideration such matters as local state unemployment and compensation laws as they apply. In some instances, establishes medical programs and writes retirement plans for proprietaries. In certain instances, purchases specific insurance programs through outside sources to cover those employees not covered by regular programs. Works closely with Benefits and Services Division on implementing programs to cover hazardous duty personnel and out-of-the ordinary cases under proprietaries for BEC on-the-job injury coverage.

9. Manages the 25X1A8A Table of Organization. Provides advice and guidance to operating officials on position titles, grade structure, organization, etc. Conducts liaison with Division officials and PMCD personnel on proposed T/O changes, presenting the Division views and recommending courses of action to take. Works closely with Chief/25X1A8A and Chief/Support Staff, and obtains concurrence for recommended actions.

10. Reviews project outlines involving 25X1A8A personnel requirements in order to comment on feasibility, availability, suitability, and timing of these requirements.

11. Responsible for employee relations matters covering such things as disciplinary cases, supervisor-employee problems, employee rights, termination cases, etc. Counsels employees on personal and/or job adjustment problems and grievances; evaluates problems; suggests solutions; and takes such actions as necessary.

12. Responsible for assisting in planning, recommending and monitoring training and retraining of ☐ personnel. 25X1A8A

13. Ensures covers established for ☐ field personnel are appropriate. Reviews assignments, areas assigned to, circumstances involved, etc. to assure covers established are adequate for personnel to carry out required assignments. 25X1A

14. Reviews cable and dispatch traffic concerning personnel matters on ☐ personnel and takes action accordingly. Originates dispatches and cables to the Field providing advice, guidance, and direction on personnel problems encountered. 25X1A8A

15. Conducts continuous liaison with various Headquarters support components, career services, CSPA, other area divisions, and all elements of the Office of Personnel in order to provide personnel support for ☐ and related activities. 25X1A8A

16. Plans, organizes, directs, and executes ☐ Personnel Section activities. Delegates assignments to 8 Section personnel and reviews completed work for adequacy and accuracy. 25X1A8A

III. SUPERVISION:

The incumbent is under the general direction of the Chief/^{25X1A8a} and the general supervision of the Chief/Support Staff. Receives directions in the form of policy guidance with the responsibility for handling all personnel matters and operation of the Personnel Section. The incumbent is responsible for keeping Chief/^{25X1A8a} and Chief/Support Staff abreast of all personnel decisions and problems.

The incumbent supervises and delegates assignments to 8 Personnel Section employees, of which 4 are "SP" and 4 are "D" employees. Delegates authority to Deputy Chief/Personnel Section who participates in most of the incumbents activities and takes over as Chief/Personnel Section in his absence.